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**PART III**

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF PUBLIC WORKS**

**(ARCHITECTURE WING)**

**NOTIFICATION**

The 24th August, 2021

**No. G.S.R. 128/Const./Art.309/2021.**-In exercise of powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of Service of the persons appointed to the Punjab Architecture (Group – A) Ministerial Service, namely:-

**RULES**

**1. Short title, commencement and application.**-(1) These rules may be called the Punjab Architecture (Group – A) Ministerial Service Rules, 2021.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix "A".

**2. Definitions.**- (1) In these rules, unless the context otherwise require,-

(a) "Appendix" means an appendix appended to these rules;

(b) "Government" means the Government of the State of Punjab in the Department of Public Works; and

(c) "Service" means the Punjab Architecture (Group – A) Ministerial Service.

(2) The words and expressions used but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

**3. Number and character of posts.**- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.** - All appointments to the Service shall be made by the Government.

**5. Pay of members of the Service.** -The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

**6. Method of appointment, qualifications and experience.**- (1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualifications and experience as specified against that post in **Appendix 'B'**.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

**7. Discipline, punishment and appeal.**- (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the member of Service against an order as specified in the said rules shall be as per **Appendix 'C'**.

**8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.**- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in **Appendix 'D'**.

**9. Repeal and savings.**-The Punjab Architecture (Group-A) Ministerial Service Rules, 2001 and the Punjab Architecture (Class-III) Ministerial

Service Rules, 2000, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

**APPENDIX 'A'**

[See rules 1(3), 3 and 5]

Serial Number	Designation of the post	Number of posts			Scale of Pay + Grade Pay for members of Service appointed / promoted before 17 <sup>th</sup> July, 2020 (in rupees)	Scale of pay for member of the Service appointed on or after 17 <sup>th</sup> July, 2020 (As per 7th Central Pay Commission Matrix) (in rupees)
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Establishment Officer	1	-	1	15600-39100+5400	-
2.	Superintendent Grade-I	1	-	1	15600-39100+5400	-

## APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Establishment Officer	-	Hundred per cent	-	From the Superintendent Grade-I, working under the control of Chief Architect, Punjab, who have an experience of working as such for a minimum period of one year:  Provided that if eligible Superintendent Grade-I is not available then from amongst the Superintendents Grade-II, working under the control of Chief Architect, Punjab, who have an experience of working as such for a minimum period of four years.
2.	Superintendent Grade-I	-	Hundred per cent	-	From amongst the Superintendents Grade-II working under the control of Chief Architect, Punjab, who have an experience of working as such for a minimum period of one year.



**APPENDIX 'C'****[See rule 7]**

<b>Serial Number</b>	<b>Designation of the Post</b>	<b>Nature of *Penalty/Order</b>	<b>Authority empowered to impose penalty or pass order</b>	<b>Appellate authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Establishment Officer	Minor and Major penalties	Secretary in Charge	Minister in Charge
2.	Superintendent Grade-I	Minor and Major penalties	Secretary in Charge	Minister in Charge

\*in terms of rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970.

APPENDIX 'D'  
[See rule 8 ]

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4<sup>th</sup> May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) "[Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18<sup>th</sup> December, 2001.

'[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309(Amd.)(7)/2003, dated 12<sup>th</sup> July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification. - No person;-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-** <sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

- <sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

**<sup>3</sup> [5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const/Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const/Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.

**6. Qualification etc.** — Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>3</sup>[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup>[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that,—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>5</sup>[one] and a half years from the date of appointment, it may,—
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise—
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(8)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 55/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person;

<sup>1</sup>[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup> [14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 68/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.



**\*[15. Minimum Educational and other qualifications:-**

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

**\*[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years); and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

\*Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Cons/Ar/309/Amd.(15)/2015, dated 15<sup>th</sup> March, 2015.

\*Amended vide Punjab Government Notification No. G.S.R. 31/Cons/Ar/309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[17. **Knowledge of Punjabi Language –** No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.  
<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Cons./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

[18. **Promotion to Ground 'A' and Group 'B' Services-**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

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<sup>1</sup> Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Ar309/Amd.(7)/2001, dated 18<sup>th</sup> December, 2001

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

Vikas Pratap, IAS  
Principal Secretary, Government of Punjab,  
Department of Public Works

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Appendix was inserted vide Punjab Government Notification NO.G.S.JL115/Const./Art.309/Amd.(6)/2001, dated 16<sup>th</sup> December, 2001

**PART III**  
**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF PUBLIC WORKS  
(ARCHITECTURE WING)

**NOTIFICATION**

The 24th August 2021

**No G.S.R. 129/Const./Art.309/2021.**-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of Service of the persons appointed to the Punjab Architecture (Group-B) Ministerial Service, namely:-

**RULES**

**1. Short title, commencement and application.**-(1) These rules may be called the Punjab Architecture (Group-B) Ministerial Service Rules, 2021.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

**2. Definitions.**-(1)-In these rules, unless the context otherwise require, –

(a) “Appendix” means an appendix appended to these rules;

(b) ‘Chief Architect’ means the Chief Architect, Punjab;

(c) “Government” means the Government of the State of Punjab in the Department of Public Works; and

(d) “Service” means the Punjab Architecture (Group-B) Ministerial Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

**3. Number and character of posts.**-The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.**-All appointments to the Service shall be made by the Government.

**5. Pay of members of the Service.**-The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service are given in Appendix 'A'.

**6. Method of appointment, qualifications and experience.**- (1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding analogous post under a State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix "B".

(3) Appointment to the Service by promotion shall be made on the basis of seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

**7. Discipline, punishment and appeal.**- (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the member of Service against an order as specified in the said rule shall be as per Appendix 'C'.

**8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.**- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, at present in force are contained in Appendix 'D'.

**9. Repeal and saving.** - The Punjab Architecture (Class-III) Ministerial Service Rules, 2000, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.**-If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.



APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial Number	Designation of the post	Number of posts			Scale of the pay + Grade pay for members of the Service appointed / promoted before 17 <sup>th</sup> July 2020 (in rupees)	Scale of Pay for the member of the Service appointed on or after 17 <sup>th</sup> July, 2020 (As per 7 <sup>th</sup> Central Pay Commotion Matrix) (in rupees)
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Superintendent Grade-II	4	—	4	10300-34800+4800	-
2.	Personal Assistant	1	—	1	10300-34800+4800	-
3.	Senior Assistant	15	—	15	10300-34800+4400	35400- (Level-6)

(BHDR 12, 1943 SAKA)

## APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Method of appointment qualifications and experience for appointment by-	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Superintendent Grade-II	—	Hundred percent	—	From amongst the Senior Assistants, who have an experience of working as such for a minimum period of seven years.
2.	Personal Assistant	—	Hundred percent	—	From amongst the Junior Scale Stenographers who have an experience of working as such for a minimum period of seven years.
3.	Senior Assistant	Twenty-five percent	Seventy-five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

## APPENDIX 'C'

[See rule 7]

Serial Number	Designation of the post	Nature of *Penalty/or @ Order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Superintendent Grade-II	Minor and Major penalty	Secretary In-charge.	Minister In-charge.
2.	Personal Assistant	Minor and Major penalty	Secretary In-charge.	Minister In-charge.
3.	Senior Assistant	Minor and Major penalty	Secretary In-charge.	Minister In-charge.

\* in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970

@ in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970

APPENDIX 'D'  
[See rule 8 ]

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)  
Notification

The 4<sup>th</sup> May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) "[Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const/Art.309/Amd.(5)/2001, dated 18<sup>th</sup> December, 2001.

[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309(Amd.)(7)/2003, dated 12<sup>th</sup> July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification. - No person;-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-**<sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.  
<sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

**<sup>3</sup> [5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const/Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const/Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.

**6. Qualification etc.** — Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>3</sup>[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup>[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that,—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>5</sup>[one] and a half years from the date of appointment, it may,—
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise—
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(8)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 55/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
  - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person;



\*[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup> [14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(16)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

**15. Minimum Educational and other qualifications:-**

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

**\*[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

\*Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Cons/L/Art.309/Amd.(15)/2015, dated 18<sup>th</sup> March, 2015.

\*Amended vide Punjab Government Notification No. G.S.R. 31/Cons/L/Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[17. **Knowledge of Punjabi Language –** No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.  
<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Cons./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

[18. **Promotion to Ground 'A' and Group 'B' Services-**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

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<sup>1</sup> Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Ar309/Amd.(7)/2001, dated 18<sup>th</sup> December, 2001

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

Vikas Pratap, IAS  
Principal Secretary, Government of Punjab,  
Department of Public Works

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Appendix was inserted vide Punjab Government Notification NO.G.S.JL115/Const./Art.309/Amd.(6)/2001, dated 16<sup>th</sup> December, 2001

**PART III**  
**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF PUBLIC WORKS  
(ARCHITECTURE WING)

**NOTIFICATION**

The 24th August 2021

**No G.S.R. 130/Const./Art.309/2021.**-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of Service of the persons appointed to the Punjab Architecture (Group-C) Ministerial Service, namely:-

**RULES**

**1. Short title, commencement and application.**- (1) These rules may be called the Punjab Architecture (Group-C) Ministerial Service Rules, 2021.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

**2. Definitions.**- (1) In these rules, unless the context otherwise requires, –

(a) “Appendix” means an appendix appended to these rules;

(b) ‘Chief Architect’ means the Chief Architect, Punjab;

(c) “Government” means the Government of the State of Punjab in the Department of Public Works; and

(d) “Service” means the Punjab Architecture (Group-C) Ministerial Service.

(2) The words and expressions used but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

**3. Number and character of posts.**- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.**- All appointments to the Service shall be made by the Chief Architect.

**5. Pay of members of the Service.**- The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service are given in Appendix 'A'.



**6. Method of appointment, qualifications and experience.-** (1)

Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding analogous post under a State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

**7. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the member of Service against an order as specified in the said rule shall be as per Appendix 'C'.

**8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-**(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force are contained in Appendix 'D'.

**9. Repeal and saving. -** The Punjab Architecture (Class-III) Ministerial Service Rules, 2000, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial Number	Designation of the post	Number of posts			Scale of pay + Grade pay for members of Service appointed/ promoted before 17 <sup>th</sup> July, 2020 (in rupees)	Scale of pay for the member of the Service appointed on or after 17 <sup>th</sup> July, 2020 (as per 7 <sup>th</sup> Central Pay Commission Matrix) (in Rupees)
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Junior Scale Stenographer	4	—	4	10300-34800+3600	29200- (level-5)
2.	Steno-typist	6	—	6	10300-34800+3200	21700- (level-3)
3.	Clerk	19		19	10300-34800+3200	19900- (level-2)
4.	Restorer	1	-	1	5910-20200+2400	-

## APPENDIX- B

(See rule 6)

Serial Number	Designation of the post	Percentage for Direct appointment		Method of appointment, qualifications and experience for appointment by-	
		By Direct appointment	By promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Junior Scale Stenographer	Twenty-five percent	Seventy-five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Steno-Typists, who have an experience of working as such for a minimum period of five years and should have qualified the Departmental test in Stenography to be held by the Chief Architect at a speed specified by the Punjab Government from time to time.
2.	Steno- typist	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	-
3.	Clerk	Eighty-five percent	Fifteen percent	As Specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	(i) From amongst Group 'D' employees working under the control of the Chief Architect, Punjab, who have worked as such on regular basis for a minimum period of five years; (ii) Should have passed matriculation examination with Punjabi as one of the subjects; and (iii) Should possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses of Government of India." Note: - After promotion to the post of Clerk the concern employee shall have to qualify type test, as specified by the Government for the post of Clerk on computer, to be conducted by the

					appointing authority or the Department of Information Technology at a speed of 30 words per minute both in Punjabi and English.
4.	Restorer	-	Hundred percent	-	From amongst the Duplicating Machine Operators working under the control of Chief Architect, Punjab, who have an experience of working as such for a minimum period of one year;

**APPENDIX 'C'****[See rule 7]**

Serial Number	Designation of the post	Nature of *Penalty or @ Order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Junior Scale Stenographer	Minor and Major penalty	Chief Architect Punjab	Secretary In-charge.
2.	Steno-typist	Minor and Major penalty	Chief Architect Punjab	Secretary In-charge.
3.	Clerk	Minor and Major penalty	Chief Architect Punjab	Secretary In-charge.
4.	Restorer	Minor and Major penalty	Chief Architect Punjab	Secretary In-charge.

\* in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of Punjab Civil Services (Punishment and Appeal) Rules, 1970.

APPENDIX 'D'  
[See rule 8 ]

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4<sup>th</sup> May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) "[Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const/Art.309/Amd.(5)/2001, dated 18<sup>th</sup> December, 2001.

[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309(Amd.)/7/2003, dated 12<sup>th</sup> July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification. - No person;-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-**<sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.  
<sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

**<sup>3</sup> [5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const/Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const/Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.



**6. Qualification etc.** — Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>3</sup>[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup>[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that,—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>5</sup>[one] and a half years from the date of appointment, it may,—
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise—
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(8)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 55/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
  - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person;

\*[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup> [14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(16)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

**15. Minimum Educational and other qualifications:-**

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>{passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

**\*[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

\*Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Cons/Art.309/Amd.(15)/2015, dated 18<sup>th</sup> March, 2015.

\*Amended vide Punjab Government Notification No. G.S.R. 31/Cons/Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[17. **Knowledge of Punjabi Language –** No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.  
<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Cons./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

[18. **Promotion to Ground 'A' and Group 'B' Services-**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.



"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

Vikas Pratap, IAS  
Principal Secretary, Government of Punjab,  
Department of Public Works

**PART III**  
**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF PUBLIC WORKS  
(ARCHITECTURE WING)

**NOTIFICATION**

The 24th August, 2021

**No. G.S.R. 131/Const./Art.309/2021.**-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of Service of the persons appointed to the Punjab Architects (Group 'A') Technical Service, namely :-

**RULES**

**1. Short title, commencement and application.**- (1) These rules may be called the Punjab Architects (Group 'A') Technical Service Rules, 2021.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

**2. Definitions.**- (1) In these rules, unless the context otherwise requires,-

(a) "Appendix" means an appendix appended to these rules;

(b) "Government" means the Government of the State of Punjab in the Department of Public Works; and

(c) "Service" means the Punjab Architects (Group A) Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

**3. Number and character of posts.**- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.**-All appointments to the Service shall be made by the Government.

**5. Pay of members of the Service.**- The members of the Service shall be

entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

**6. Method of appointment, qualifications and experience.-** (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone:

Provided that the appointment to post of Chief Architect by promotion shall be decided strictly as per the provisions of clause (a) of sub-rule (1) of rule 18 of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

**7. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties, as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of the Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

**8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 .-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

**9. Repeal and savings .-** The Punjab Architects (Class-I) Service Rules, 1999 and the Punjab Architects (Class-II) Service Rules, 2000, the Punjab Architecture (Class-III) Technical Service Rules, 2000, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government, in consultation with Department of Personnel, shall decide the same.

APPENDIX 'A'

(See rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts			Scale of the pay + Grade pay (in rupees)	Scale of the pay for members of the service recruited after 17 <sup>th</sup> July, 2020 (As per 7 <sup>th</sup> Central Pay Commission) (in rupees)
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Chief Architect	1	-	1	37400-67000+10000	-
2.	Additional Chief Architect	1	-	1	37400-67000+8900	-
3.	Senior Architect	4	-	4	37400-67000+8700	-
4.	Architect	14	-	14	15600-39100+7600	-
5.	Assistant Architect	15	-	15	15600-39100+5400	47600- Vide Punjab Govt., Deptt. of Public Works (Building and Roads-I Branch) letter No. PWD- BR1020/155/2020-B and R1/31/1-5 dated 19.02.2021
6.	Architectural Assistant	15	-	15	15600-39100+5400	-

## APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Chief Architect	-	Hundred per cent	-	From the Additional Chief Architect, who has an experience of working as such for a minimum period of one year.
2.	Additional Chief Architect	-	Hundred per cent	-	From amongst the Senior Architects, who have an experience of working as such for a minimum period of four years.
3.	Senior Architect	-	Hundred per cent	-	From amongst the Architects, who have an experience of working as such for a minimum period of seven years.
4.	Architect	-	Hundred per cent	-	From amongst the Assistant Architects, who possess a Degree in Architecture or a Diploma in Architecture, recognised as equivalent to Degree in Architecture by the Council of Architecture constituted under section 3 of the Architects Act, 1972, and who have an experience of working as such for a minimum period of five years.
5.	Assistant Architect	Eighty eight per cent	Twelve per cent	(i) Should possess a degree or a diploma equivalent to degree in Architecture recognised by the Council of Architecture constituted under section 3 of the Architects Act, 1972.  (ii) Should have been registered as Architect under the Architects Act, 1972.	(i) Six per cent from amongst the Architectural Assistants, who possess a degree or a diploma equivalent to degree in Architecture recognised by the Council of Architecture constituted under section 3 of the Architects Act, 1972, and who have an experience of working as such for a minimum period of two years;  (ii) Six per cent from amongst the Architectural Assistants other than those who do not possess either a degree or equivalent to diploma as referred to in clause (i) and who have an experience of working as such for a minimum period of two years.
6.	Architectural Assistant	-	Hundred per cent	-	From amongst the Architectural Head Draftsmen working under the control of the Chief Architect, Punjab, who have an experience of working as such for a minimum period of three years.

APPENDIX 'C'

[See rule 7]

Serial No.	Designation of the Post	Nature of *penalty/Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1.	Chief Architect	Minor/Major penalties	Minister in Charge	C.M.
2.	Additional Chief Architect	Minor/Major penalties	Secretary in Charge	Minister in Charge
3.	Senior Architect	Minor/Major penalties	Secretary in Charge	Minister in Charge
4.	Architect	Minor/Major penalties	Secretary in Charge	Minister in Charge
5.	Assistant Architect	Minor/Major penalties	Secretary in Charge	Minister in Charge
6.	Architectural Assistant	Minor/Major penalties	Secretary in Charge	Minister in Charge

\*in terms of the rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970

@ in terms of the 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970

APPENDIX 'D'  
[See rule 8 ]

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)  
Notification

The 4<sup>th</sup> May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) "[Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const/Art.309/Amd.(5)/2001, dated 18<sup>th</sup> December, 2001.



[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309(Amd.)/7/2003, dated 12<sup>th</sup> July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification. - No person;-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-**<sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the "Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

- <sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

**<sup>3</sup> [5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const/Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const/Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.

**6. Qualification etc.** — Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>3</sup>[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup>[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that,—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>5</sup>[one] and a half years from the date of appointment, it may,—
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise—
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(8)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 55/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
  - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person;

\*[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup> [14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(16)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

**15. Minimum Educational and other qualifications:-**

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

**\*[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

\*Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Cons/L/Art.309/Amd.(15)/2015, dated 18<sup>th</sup> March, 2015.

\*Amended vide Punjab Government Notification No. G.S.R. 31/Cons/L/Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.



[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[17. **Knowledge of Punjabi Language –** No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(5)/2009 dated 10<sup>th</sup> February, 2009.  
<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Cons./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

[18. **Promotion to Ground 'A' and Group 'B' Services-**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

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<sup>1</sup> Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Ar309/Amd.(7)/2001, dated 18<sup>th</sup> December, 2001

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

Vikas Pratap, IAS  
Principal Secretary, Government of Punjab,  
Department of Public Works

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Appendix was inserted vide Punjab Government Notification NO.G.S.JL115/Const./Art.309/Amd.(6)/2001, dated 16<sup>th</sup> December, 2001

**PART III**  
**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF PUBLIC WORKS  
(ARCHITECTURE WING)

**NOTIFICATION**

The 24th August, 2021

**No. G.S.R. 132/Const./Art.309/2021.**-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of Service of the persons appointed to the Punjab Architecture (Group 'B') Technical Service, namely:-

**RULES**

**1. Short title, commencement and application.**- (1) These rules may be called the Punjab Architecture (Group 'B') Technical Service Rules, 2021.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

**2. Definitions.** -(1) In these rules, unless the context otherwise requires,-

(a) "Appendix" means an appendix appended to these rules;

(b) "Chief Architect" means the Chief Architect, Punjab;

(c) "Government" means the Government of the State of Punjab in the Department of Public Works; and

(d) "Service" means the Punjab Architecture (Group B) Technical Services.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

**3. Number and character of posts .-** The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority .-** All appointments to the Service shall be made by the Government.

**5. Pay of members of the Service .-** The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

**6. Method of appointment, qualifications and experience .-** (1) All appointments to the Service shall be made in the manner as specified in **Appendix 'B'**:

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

**7. Discipline, punishment and appeal .-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Service (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

**8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994. -** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, at present in force, are contained in **Appendix 'D'**.

**9. Repeal and savings.-** The Punjab Architecture (Class–III) Technical Service Rules, 2000, in so far as they are applicable to the members of the service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government, in consultation with Department of personnel, shall decide the same.

## APPENDIX 'A'

(See rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts			Scale of the pay+ Grade pay (in rupees)	Scale of the pay for members of the service recruited after 17 <sup>th</sup> July, 2020 (As per 7 <sup>th</sup> Central Pay Commission)
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Architectural Head Draftsman	15	-	15	10300-34800+5400	-
2.	Architectural Senior Draftsman	15	-	15	10300-34800+5000	-
3.	Architectural Draftsman	15	-	15	10300-34800+4600	-

APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Architectural Head Draftsman	-	Hundred per cent	-	From Amongst the Architectural Senior Draftsmen, who have an experience of working as such for a minimum period of three years.
2.	Architectural Senior Draftsman	-	Hundred per cent	-	From Amongst the Architectural Draftsmen, who have an experience of working as such for a minimum period of two years.
3.	Architectural Draftsman	-	Hundred per cent	-	From Amongst the Architectural Junior Draftsmen, working under the control of the Chief Architect, who have an experience of working as such for a minimum period of five years.



APPENDIX 'C'

[See rule 7]

Serial No.	Designation of the Post	Nature of *penalty/Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1.	Architectural Head Draftsman	Minor/Major penalties	Secretary in Charge	Minister in Charge
2.	Architectural Senior Draftsman	Minor/Major penalties	Secretary in Charge	Minister in Charge
3.	Architectural Draftsman	Minor/Major penalties	Secretary in Charge	Minister in Charge

\*in terms of the Rules 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970

@ in terms of the 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970

APPENDIX 'D'  
[See rule 8 ]

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4<sup>th</sup> May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) "[Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const/Art.309/Am1(8)/2001, dated 18<sup>th</sup> December, 2001.

[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309(Amd.)/2003, dated 12<sup>th</sup> July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification. - No person;-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-**<sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the "Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.  
<sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

**<sup>3</sup> [5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const/Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const/Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.

**6. Qualification etc.** — Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>3</sup>[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup>[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that,—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>5</sup>[one] and a half years from the date of appointment, it may,—
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise—
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(8)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 55/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person;

\*[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup> [14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(16)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.



**15. Minimum Educational and other qualifications:-**

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>{passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

**\*[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

\*Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Cons/L/Art.309/Amd.(15)/2015, dated 18<sup>th</sup> March, 2015.

\*Amended vide Punjab Government Notification No. G.S.R. 31/Cons/L/Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[17. **Knowledge of Punjabi Language –** No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.  
<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Cons./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

[18. **Promotion to Ground 'A' and Group 'B' Services-**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
  - (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
  - (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

Vikas Pratap, IAS  
Principal Secretary, Government of Punjab,  
Department of Public Works

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Appendix was inserted vide Punjab Government Notification NO.G.S.JL115/Const./Art.309/Amd.(6)/2001, dated 16<sup>th</sup> December, 2001

**PART III**  
**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF PUBLIC WORKS  
(BUILDING AND ROADS BRANCH)

**NOTIFICATION**

The 24th August, 2021

**No. G.S.R. 133/Const./Art.309/2021.** - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of Service of the persons appointed, to the Punjab, Department of Public Works (Building and Roads Branch) Junior Draftsman (Group 'C') Service, namely:-

**RULES**

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab, Department of Public Works (Building and Roads Branch) Junior Draftsman (Group 'C') Service Rules, 2021.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.  
(3) They shall apply to the posts specified in Appendix 'A'.
- 2. Definitions.-** (1) In these rules, unless the context otherwise requires,-
  - (a) "Appendix" means an Appendix appended to these rules;
  - (b) "Chief Engineer" means the Chief Engineer, Public Works (Building and Roads), Punjab;
  - (c) "Government" means the Government of the State of Punjab in the Department of Public Works (Building and Roads Branch); and
  - (d) "Service" means the Punjab, Public Works Department (Group C) Junior Draftsman) Service.  
(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994
- 3. Number and character of posts.-** The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with difference designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.-** Appointments to the Service shall be made by the Chief Engineer.

**5. Pay of the members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of finance from time to time. The scales of pay, at present, in force are given in Appendix 'A'.

**6. Method of appointment and qualifications .-** (1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by direct appointment, the appointment to the service may be made by transfer of a person holding an analogous post under the State Government or Government of India with a minimum experience of three years and the post so filled in shall be counted towards the quota of posts to be filled in by direct appointment, as the case may be.

(2) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience specified against that post in Appendix 'B'.

**7. Discipline, punishment and appeal.-** (1) In the matter of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of service against an order specified in the rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

**8. Application of the Punjab Civil Services (General and Common Conditions of Services Rules, 1994 .-** (1) In respect of the matters which are not specifically provided in these rules, the members of the Services shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Services) Rules 1994, at present in force, are contained in Appendix 'D'.

**9. Repeal and savings.-** The Punjab Public Works Department (Buildings and Roads Branch) Draftsmen and Tracers Service Rules, 1965, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government, in consultation with the Department of Personnel, shall decide the same.



**APPENDIX 'A'**

[See rules 1(3), 3 and 5]

Serial No.	Designation of the post	Number of posts			Scale of pay + Grade Pay (in rupees)	Scale of pay for member of service appointed after 17 <sup>th</sup> july, 2020 (As per 7 <sup>th</sup> Central Pay Commission) (in rupees)
		Permanent	Temporary	Total		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>1.</b>	<b>Junior Draftsman (Civil)</b>	<b>204</b>	<b>Nil</b>	<b>204</b>	<b>10300-34800 + 3200</b>	<b>25500</b>
<b>2.</b>	<b>Junior Draftsman (Electrical/Mechanical)</b>	<b>29</b>	<b>Nil</b>	<b>29</b>	<b>10300-34800 + 3200</b>	<b>25500</b>

APPENDIX 'B'

[See rule 6]

Ser ial. No.	Designation of the post	Percentage for appointment by		Qualifications and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	Junior Draftsman (Civil)	Hundred percent	-	Should possess National Trade Certificate from a recognized Industrial Training Institute or National Apprenticeship Certificate in Draftsman (Civil) issued by the Ministry of Skill Development and Entrepreneurship, Government of India. or Should possess Diploma or Degree in Civil Engineering or Higher qualification in the same discipline	-
2	Junior Draftsman (Electrical/ Mechanical)	Hundred percent	-	Should possess National Trade Certificate from a recognized Industrial Training Institute or National Apprenticeship Certificate in Draftsman (Mechanical) issued by the Ministry of Skill Development and Entrepreneurship Government of India. or Should possess Diploma or Degree in Electrical or Mechanical Engineering or Higher qualification in the same discipline	-

**APPENDIX 'C'**

[See rules 7]

<b>Sr. No.</b>	<b>Designation of the Post</b>	<b>Nature of penalty/ order</b>	<b>Authority empowered to impose Penalty or pass order</b>	<b>Appellate Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1</b>	<b>Junior Draftsman (Civil)</b>	<b>Major and Minor Penalties</b>	<b>Chief Engineer</b>	<b>Government</b>
<b>2</b>	<b>Junior Draftsman (Electrical/ Mechanical)</b>			

**\*In term of the rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules,1970**

**@In terms of the rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970**

APPENDIX 'D'  
[See rule 8 ]

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)  
Notification

The 4<sup>th</sup> May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) "[Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const/Art.309/Amd.(5)/2001, dated 18<sup>th</sup> December, 2001.

[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309(Amd.)/7/2003, dated 12<sup>th</sup> July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification. - No person;-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-** <sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the "Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.  
<sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

**<sup>3</sup> [5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const/Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const/Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const/Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.

**6. Qualification etc.** — Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>3</sup>[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup>[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that,—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>5</sup>[one] and a half years from the date of appointment, it may,—
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise—
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(8)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 55/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

(3) On the completion of the period of probation of a person, the appointing authority may –

(a) if his work and conduct has in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person;



\*[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup> [14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(16)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

**15. Minimum Educational and other qualifications:-**

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

**\*[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

\*Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Cons/Art.309/Amd.(15)/2015, dated 18<sup>th</sup> March, 2015.

\*Amended vide Punjab Government Notification No. G.S.R. 31/Cons/Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[17. **Knowledge of Punjabi Language –** No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.  
<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Cons./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

[18. **Promotion to Ground 'A' and Group 'B' Services-**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

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<sup>1</sup> Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Ar309/Amd.(7)/2001, dated 18<sup>th</sup> December, 2001

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

Vikas Pratap, IAS  
Principal Secretary, Government of Punjab,  
Department of Public Works

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Appendix was inserted vide Punjab Government Notification NO.G.S.JL115/Const./Art.309/Amd.(6)/2001, dated 16<sup>th</sup> December, 2001

**PART III**  
**GOVERNMENT OF PUNJAB**

DEPARTMENT OF JAILS  
(Home-7 Branch)

**NOTIFICATION**

The 25th August, 2021

**No. S.O. 94/C.A.2/1974/S.432/Const./Art.161/2021.**-In pursuance of the provisions of sub-section (1) of section 432 of the Code of Criminal Procedure, 1973 (No. 2 of 1974) read with Article 161 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following policy for award of State Government Remission to persons sentenced by criminal courts in the State of Punjab, namely:-

**POLICY**

**1. Short title, commencement and application.**-(1) This policy may be called the Punjab Grant of State Government Remission Policy, 2021.

(2) It shall come into force with immediate effect.

(3) It shall be applicable to all convicted criminal prisoners sentenced by the courts in the State of Punjab. It shall not apply to other prisoners, e.g., civil prisoners, detenues etc.

**2. Award of State Government Remission.**-(1) The State Government Remission to be granted by the State Government, from time to time in a calendar year, shall not exceed the following limit:-

- (a) Prisoners sentenced to imprisonment for more than 10 years including prisoners sentenced to imprisonment for life. : 1 year
- (b) Prisoners undergoing sentence of more than 7 years and upto 10 years : 9 months
- (c) Prisoners undergoing sentence of more than 5 years and upto 7 years : 6 months
- (d) Prisoners undergoing sentence of more than 3 years and upto 5 years. : 3 months
- (e) Prisoners undergoing sentence less than 3 years, but more than 3 months. : 1 month

(2) If a person is on parole or furlough, the remission shall be granted only if



he surrenders in the concerned jail on the due date of return, or before the expiry of period of parole or furlough.

**3. State Government Remission not to be awarded.**-(1) Notwithstanding anything contained in this policy, no remission shall be granted to a person convicted as under, namely:-

- (i) *For an offence investigated by the Delhi Special Police Establishment constituted under the Delhi Special Police Establishment Act, 1946 (25 of 1946), or by any other agency empowered to make investigation into an offence under any Central Act other than the Code of Criminal Procedure, 1973 (2 of 1974), except after consultation with the Central Government;*
- (ii) *For an offence which has been committed by a person in the service of the Central Government, while acting or purporting to act in the discharge of his official duty except after consultation with the Central Government;*
- (iii) *A person who has been convicted of offences, some of which relate to matters to which the executive power of the Union extends, and who has been sentenced to separate terms of imprisonment which are to run concurrently.*
- (iv) For an offence relating to destruction or damage to any property belonging to the Central or State Government under the Prevention of Damage to Public Property Act, 1984;
- (v) For an offence under sections 3,4,5,6 and 10 of the Official Secrets Act, 1923, or under sections 2 and 3 of the Criminal Law Amendment Act, 1961;
- (vi) Where the prisoner is sentenced under:-
  - (a) the Foreigners Act, 1946; or
  - (b) the Passport Act, 1967; and
  - (c) the Narcotic Drugs and Psychotropic Substances Act, 1985;
- (vii) Where the conviction is for an offence committed under any of the State or Central Acts, which bar the grant of remission;
- (viii) Where the sentence of death has been commuted into imprisonment for life either under section 433 of the Code of Criminal Procedure, 1973, or under Article 72 or Article 161 of the Constitution of India;

- (ix) Where an offence is committed under section 396 or under section 302 of the Indian Penal Code, 1860, read with sections 363, 364, 364-A, 392, 395, 397 or 398 of the said Code;
- (x) Where an offence is committed under sections 302 or 304 of the Indian Penal Code, 1860 read with sections 376 or section 377 of the Indian Penal Code, 1860;
- (xi) Where conviction is for an offence committed under section 376, 376-A, 376-AB, 376-C, 376-D, 376-DA, 376-DB or 376-E of the Indian Penal Code, 1860;
- (xii) Where an offence is committed under section 302 or 304 of the Indian Penal Code, 1860, and the victim is under the age of fourteen years;
- (xiii) Where an offence is committed under sections 4, 6, 8, 10, 14 or 17 of the Protection of Children from Sexual Offences Act, 2012;
- (xiv) Where an offence is committed under sections 4 and 5 of the Explosive Substances Act, 1908, along with an offence under the Terrorist and Disruptive Activities (Prevention) Act, 1987 or the Prevention of Terrorism Act, 2002, along with any offence under the provisions of the Indian Penal Code, 1860;
- (xv) ***Where an offence is committed under the Unlawful Activities (Prevention) Act, 1967;***
- (xvi) Where a prisoner has been convicted for any other cognizable offence committed in prison, as an undertrial or convict prisoner; while in custody in any prison in the State in the past in any case;
- (xvii) *The convict who has been convicted for acid attack offence;*
- (xviii) *The convict who has been convicted for murder of an elected representative during the tenure of such representative;*
- (xix) *Convicts convicted for kidnapping or abduction or adulteration of food or drugs;*
- (xx) *Where any court has ordered that the convict shall undergo life sentence till the end of his life without remission or commutation or it has been ordered that any convict will not be released before completion of 20 years or 25 years sentence or like or barred by any court;*

- (xxi) *Where the conviction is under the Prevention of Corruption Act, 1988;*
- (xxii) *Convicts under the Protection of Child from Sexual Offences Act, 2012 (POCSO Act) ; or*
- (xxiii) *Where conviction is under the Customs Act, 1962 (No. 52 of 1962);*
- (xxiv) *Where the conviction is under the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (Central Act 52 of 1974) ; and*
- (xxv) *Where the conviction is under section 120-B of the Indian Penal Code, 1860 for any of the offences, mentioned in this clause.*

(2) No State Government Remission shall be admissible to any foreign national convicted in India or to any prisoner transferred or repatriated to India under any arrangement as per provisions of the Repatriation of Prisoners Act, 2003 (Central Act No. 49 of 2003) or any bilateral treaty signed thereunder.

**4. Prisoners committing serious prison offences to be ineligible.—**

Notwithstanding anything contained in this policy, a convict prisoner who, while in custody at any time in the past in any case, as an undertrial or convict prisoner in any prison of the State, commits a prison offence which is not a cognizable offence and the punishment for such offence has been upheld upon judicial appraisal, shall not be eligible for availing State Government Remission *in this case or any other case in which he has been convicted.*

**5. Prisoners committing other prison offences to be ineligible for certain period.—**

The prisoners who have been convicted and awarded punishment for other prison offences not covered under para 3 (xv) and para (4) *supra*, as an undertrial or convict, while in custody at any time in the past in any case, as an undertrial or convict prisoner in any prison of the State, shall be ineligible for State Government Remission for such periods from the date of conviction as provided below, namely:-

- (i) Convicts sentenced to imprisonment upto five years, for a period of three years;
- (ii) Convicts sentenced to imprisonment for more than five years and upto ten years, for a period of five years; and
- (iii) Convicts sentenced to imprisonment for more than ten years, for a period of seven years.

**Note:** For the purpose of calculation of period of ineligibility, date of conviction shall be taken as the first day of the month in which the sentence was pronounced by the trial court.

**6. Prisoners surrendering late from parole or furlough to be ineligible for certain period.**-Any convict prisoner who surrenders after the due date of return from parole or furlough shall be ineligible for State Government Remission for such periods as provided below, namely:-

- (i) Convicts sentenced to imprisonment upto five years, for a period of two years;
- (ii) Convicts sentenced to imprisonment for more than five years and upto ten years, for a period of three years; and
- (iii) Convicts sentenced to imprisonment for more than ten years, for a period of five years.

**Note:** For the purpose of calculation of period of ineligibility, the date of return from parole or furlough shall be taken as the first day of the month in which the prisoner actually surrendered after availing parole or furlough.

**7. Limitation on total remission to be granted.**-(1) The remission to be granted in case of life convicts shall be subject to the provisions of section 433-A of the Code of Criminal Procedure, 1973, which reads as under:-

*“433-A. Restriction on powers of remission or commutation in certain cases.- Notwithstanding anything contained in section 432, where a sentence of imprisonment for life is imposed on conviction of a person for an offence for which death is one of the punishment provided by law, or where a sentence of death imposed on a person has been commuted under section 433 into one of the imprisonment for life, such person shall not be released from prison unless he had served atleast fourteen years of imprisonment.”*

(2) The sum total of all remissions to be granted to the prisoners other than life convicts, shall be as per the maximum limits as prescribed under the Punjab Prison Rules or Manual.

**D.K. TIWARI,**

Principal Secretary to Government of Punjab,  
Department of Jails.

**PART III**  
**GOVERNMENT OF PUNJAB**

DEPARTMENT OF HOME AFFAIRS AND JUSTICE  
(JUDICIAL-II BRANCH)

**NOTIFICATION**

The 24th August, 2021

**No. G.S.R. 134/C.A.2/1974/S.357-A/Amd.(1)/2021.**-In exercise of the powers conferred by section 357-A of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974), and all other powers enabling him in this behalf, the Governor of Punjab, in co-ordination with the Central Government, is pleased to make the following scheme further to amend the Punjab Victim Compensation Scheme, 2017, namely:

**SCHEME**

1. (1) This scheme may be called the Punjab Victim Compensation (First Amendment) Scheme, 2021.

(2) It shall come into force on and with effect from the date of its publication in the Official Gazette.

2. In the Punjab Victim Compensation Scheme, 2017 (hereinafter referred to as the said Scheme), in Clause 9, for sub clause (1), the following shall be substituted, namely:-

*“(1) Subject to the provisions of sub- section (3) of section 357-A of the Code, the Department of Home Affairs and Justice, in suitable cases, may institute proceeding before the Competent Court of law for recovery of the compensation paid to the victim or his dependent(s) from the accused person(s) responsible for causing loss or injury as a result of the crime committed by such accused person(s). In that scenario, Superintendent of Police of the concerned district shall file an application before the court for the said recovery, thereafter the Director, Prosecution and Litigation, Punjab shall pursue the case.”*

3. In the said scheme, in the Schedule, after serial No. 11 and the entries relating thereto, the following shall be inserted, namely:-

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“12. Victims of transfusion of Human Immunodeficiency Virus (HIV) positive blood due to medical negligence	Rs. 2 lakh”
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**ANURAG AGARWAL,**  
Additional Chief Secretary to Government of Punjab,  
Department of Home Affairs and Justice.

**PART III**  
**GOVERNMENT OF PUNJAB**

DEPARTMENT OF RURAL DEVELOPMENT AND PANCHAYATS

**NOTIFICATION**

The 25th August, 2021

**No G.S.R. 135/Const./Art.309/2021.**-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and the conditions of Service of the persons appointed to the Punjab Rural Development and Panchayats (Technical Wing) Group 'B' Technical Service, namely:--

**RULES**

**1. Short title, commencement and application.-** (1) These rules may be called the Punjab Rural Development and Panchayats (Technical Wing) Group 'B' Technical Service Rules, 2021

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

**2. Definitions.-** (1) In these rules, unless the context otherwise requires,—

(a) 'Appendix' means an Appendix appended to these rules;

(b) 'Chief Engineer (Panchayati Raj)' means the Chief Engineer (Panchayati Raj) in the Department of Rural Development and Panchayats;

(c) 'Government' means the Government of the State of Punjab in the Department of Rural Development and Panchayats; and

(d) 'Service' means the Punjab Rural Development and Panchayats (Technical Wing) Group 'B' Technical Service.

(2) The words and expressions used but not defined in these rules shall have the same meaning has respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

**3. Number and character of posts.-** The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.**— Appointments to the Service shall be made by the Government.

**5. Pay of members of the Service.**—The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

**6. Method of appointment, qualifications and experience.**— (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding an analogous post under a State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualifications and experience as specified for such a post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

**7. Departmental examination.**— Every member of the Service has to pass Departmental Examination as may be prescribed by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Condition of Service) Rules, 1994, as amended from time to time.

**8. Discipline, punishment and appeal.**—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the members of the Service against an order as specified in rule 15 of Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

**9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.**—(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

10. **Repeal and saving.** — The Punjab, Department of Rural Development and Panchayats (Class III) Service Rules, 1988, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

11. **Interpretation.**— If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.



**APPENDIX 'A'**

[See rules 1 (3), 3 and 5]

Serial number	Designation of the post	Number of posts			Scale of pay + Grade pay (In rupees)	Scale of pay (in rupees) for the member of the Service recruited after 17/07/2020 (as per 7 <sup>th</sup> Central pay commission)
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1	Junior Engineer (Civil)	329	-	329	10300-34800 + 4800	35400 (Level 6)
2	Junior Engineer (Electrical)	11	-	11	10300-34800 + 4800	35400 (Level 6)

**APPENDIX 'B'**

[See rule 6]

Serial number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Junior Engineer (Civil)	Ninety-six per cent	four per cent	Should possess Diploma in Civil Engineering of the State Board of Technical Education or its equivalent from a recognized university or institution or any other equivalent or higher qualification in the same discipline recognized by the Government.	<p>Amongst the Draftsman or Junior Draftsman working under the control of Chief Engineer, Panchayati Raj, having diploma in Civil Engineering of the State Board of Technical Education or equivalent diploma in Civil Engineering from any other Government recognized institution or any other equivalent or higher qualification in the same discipline recognized by the Government and who have a total experience of working for a period of five years.</p> <p>Note- In case no Draftsman or Junior Draftsman working under the control of Chief Engineer, Panchayati Raj, having diploma in Civil Engineering of the State Board of Technical Education or equivalent diploma in Civil Engineering from any other Government recognized institution is available for promotion at the relevant time then the post shall be filled in by direct recruitment.</p>
2	Junior Engineer (Electrical)	Hundred per cent	-	Should possess Diploma in Electrical Engineering of the State Board of Technical Education or its equivalent from a recognized university or institution or any other equivalent or higher qualification in the same discipline recognized by the Government.	-

**APPENDIX 'C'**  
**[See rule 8 (2)]**

<b>Serial number</b>	<b>Designation of the post</b>	<b>Nature of penalty*/or order®</b>	<b>Authority empowered to impose penalty or pass order</b>	<b>Appellate authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Junior Engineer (Civil)	Major and Minor Penalty	Secretary in Charge	Minister in Charge
2	Junior Engineer (Electrical)	Major and Minor Penalty	Secretary in Charge	Minister in Charge

\*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

® in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

APPENDIX 'D'  
[See rule 8 ]

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)  
Notification

The 4<sup>th</sup> May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) "[Service" means any Group 'A' Service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const/Art.309/Amd.(5)/2001, dated 18<sup>th</sup> December, 2001.

'(f) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1952 with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const/Art.309/Amd.(7)/2003, dated 12<sup>th</sup> July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification, - No person;-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-**<sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the "Punjab Government, or any Board, Corporation, Commission or Authority under it.] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

- <sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

**<sup>3</sup> [5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const./Ar.308/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const./Ar.308/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Ar.308/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const./Ar.308/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.

**6. Qualification etc.** — Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>3</sup>[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup>[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that,—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>5</sup>[one] and a half years from the date of appointment, it may,—
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise—
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(8)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 55/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
  - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

[Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person;



\*[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup> [14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(16)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

**15. Minimum Educational and other qualifications:-**

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

**\*[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

\*Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Cons/L/Art.309/Amd.(15)/2015, dated 18<sup>th</sup> March, 2015.

\*Amended vide Punjab Government Notification No. G.S.R. 31/Cons/L/Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

[17. **Knowledge of Punjabi Language –** No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.  
<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Cons./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

[18. **Promotion to Ground 'A' and Group 'B' Services-**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
  - (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
  - (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

Vikas Pratap, IAS  
Principal Secretary, Government of Punjab,  
Department of Public Works

**PART III**  
**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF JAILS  
(JAIL BRANCH)  
**NOTIFICATION**

The 20th August, 2021

**No. G.S.R. 136/Const./Art.309/Amd.(5)/2021.-**In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Jails Department State Service (Class-III Executive) Rules, 1963, namely:-

**RULES**

1. (1) These rules may be called the Punjab Jails Department State Service (Class-III-Executive) (First Amendment) Rules, 2021.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Jails Department State Service (Class III-Executive) Rules, 1963 (hereinafter referred to as the said rules), in rule 8, after clause (ii), the following clause shall be added, namely:-  
"(iii) he has successfully completed the Physical Efficiency Test for posts mentioned in clause (ii) of rule 8 in accordance with the criteria prescribed by the Government in the Department of Jails from time to time."
3. In the said rules, in Appendix 'A' , under the heading "SECTION II- WARDER STAFF", against serial Nos. (d), (e) and (f), under column 6, for the words and signs "By direct recruitment, who have passed 10+2 or equivalent examination from a recognized Education Board with Punjabi as one of the compulsory or Elective subject or any other equivalent examination in Punjabi language, as specified by the Government from time to time", the following words and signs shall be substituted, namely:-

"By direct recruitment, who have passed 10+2 or equivalent examination from a recognized Education Board/University along with Punjabi as a compulsory or elective subject at Matriculation level, or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time"

**D.K. TIWARI,**

Principal Secretary to Government of Punjab,  
Department of Jails.



**PART III**  
**GOVERNMENT OF PUNJAB**

DEPARTMENT OF AGRICULTURE AND FARMERS WELFARE  
(Agriculture II Branch)

**NOTIFICATION**

The 25th August, 2021

**No. S.O. 95/C.A.46/1968/S.31/2021.**-In supersession of all the notifications issued in this regard and in pursuance of the provisions of sub-section (1) of section 31 of Insecticides Act, 1968 (Central Act 46 of 1968) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to authorize the officers as mentioned under column 1 of the Table given below, to give written consent to institute prosecution by the officers/officials as mentioned under column 2 of the Table, for an offence under this Act and the rules framed there under, namely:-

**TABLE**

<b>Serial Number</b>	<b>Officers authorized under sub-section(1) of section 31</b>	<b>Designation</b>
	<b>(1)</b>	<b>(2)</b>
1.	Joint Director, Agriculture (Plant Protection)	Chief Agriculture Officer or Deputy Director, Agriculture or District Training Officer as Insecticide Inspector.
2.	Chief Agriculture Officer	All Insecticide Inspector working under the control of the Chief Agriculture Officer.

**ANIRUDH TEWARI,**  
Additional Chief Secretary to Government of Punjab,  
Department of Agriculture and Farmers Welfare.

**PART III**  
**GOVERNMENT OF PUNJAB**

DEPARTMENT OF AGRICULTURE AND FARMERS WELFARE  
(Agriculture II Branch)

**NOTIFICATION**

The 25th August, 2021

**No. S.O. 96/C.A.46/1968/S.20/2021.**-In supersession of the Government of Punjab, Department of Agriculture and Forests, Notification No. S. O. 90/ C. A. 46/68/S.20/91, dated the 30th October, 1991, and in exercise of the powers conferred by sub-section (1) of section 20 of Insecticides Act, 1968 (Central Act 46 of 1968), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to appoint the following officers as mentioned under column 2 of the table given below, to be Insecticide Inspectors, for whole of the State of Punjab, who have minimum qualification of B.Sc. Agri, for the purposes of the said Act, namely :-

**TABLE**

<b>Serial Number</b>	<b>Designation of the Officer</b>
<b>(1)</b>	<b>(2)</b>
1	Director, Agriculture, Punjab;
2	Joint Director, Agriculture;
3	Chief Agriculture Officer, Deputy Director, Agriculture and District Training Officer;
4	Block Agriculture Officer, Agri. Officer, Soil Testing Officer and Chief Inspector Fertilizers; and
5	Agriculture Development Officer.

**ANIRUDH TEWARI,**  
Additional Chief Secretary to Government of Punjab,  
Department of Agriculture and Farmers Welfare.